

## **Position Description**

### **Nurse Practitioner (NP)**

#### **Basic Function of the Position:**

Provides the range of primary health care services to include diagnosis and treatment of a wide range of health problems for authorized patients at post. Focuses on health promotion, disease prevention, health education and counseling programs. Will assist in providing work guidance to the Nurse (FSN) & Laboratory Technician (FSN) attached to the Health Unit (HU) and performs other professional duties not involving patients, such as medication ordering, medical education, etc. The incumbent of this position reports directly to the Foreign Service Medical Provider (FSMP).

#### **Major Duties and Responsibilities:**

- A. Provides Primary Certified Nurse Practitioner (NP) Health-Care to Authorized Patients . As post's certified nurse practitioner for eligible USG employees and EFM's and TDY staff, provides a broad range of primary health care from minor complaints (i.e. colds, muscle aches, minor injuries) to serious conditions (chronic diseases, new onset disease, hypertension, heart disease, diabetes) or major injuries that require hospitalization or emergency room evaluations.

The range of NP responsibilities include:

- Conducts comprehensive physical examinations and assessments to include State Department Clearance Physical Examinations for Authorized Personnel, routine well child exams, school exams, adult and pediatric evaluations for acute and chronic illness.
- Performs simple office procedures (corrective and therapeutic) such as suturing, casting, excision of simple skin lesions, I&D of abscesses, pap smears.
- Orders, performs, and interprets appropriate diagnostic tests such as lab work and x-rays to evaluate medical conditions.
- Diagnoses, treats, and manages acute and chronic medical conditions, such as diabetes, high blood pressure, infections and injuries.
- Determines appropriate initial treatment plans.
- Prescribes medication (acute illness, refills, etc.) and other treatments.
- Refers patients to appropriate medical doctors and specialists, depending on the condition.
- Follows up and monitors/evaluates response to treatment.

- Monitors patients with chronic health problems.

#### B. Promotes Healthy Activities in Collaboration with Patients:

- Provides a proactive disease prevention and health education program by conducting seminars for the Mission on medical topics such as communicable disease prevention, home safety, infant and prenatal care, nutrition, communicable disease prevention, food and water sanitation, CPR and AED courses.
- Ensures that the Health and Information Booklet is current.
- Manages patients' overall care of chronic medical problems to include consultations and prescribing appropriate medications.
- Counsels on medical issues by helping patients learn how their actions affect their health and well-being.

#### C. Liaises with Local Health Providers (Physicians, Clinics, and Hospitals):

- Manages the patient's health care in coordination with local providers concerning the diagnosis, treatment, and care of the patients.
- Evaluates the quality of local health care providers and facilities through client feedback collection, facility visits, and interviews with providers. Reviews laboratory reports and evaluates efficiency of local laboratory resources.
- Develops a referral network of the best providers/facilities based on training, currency of knowledge and access to best facilities. Manages the list of these acceptable local medical providers and consultants and ensures a copy of their credentials is updated every two years.
- Establishes effective relationships with local physicians and health care facilities to maximize access and resolve conflicts.
- Assesses level of care at clinics, laboratories, blood banks, hospitals and individual physicians with regular updates of the Post Medical Capability Database to MED.

D. Assists FSMP in Administering the Health Unit and provides work-guidance to Health Unit Support Staff:

- Assists the FSMP in managing all administrative aspects of the health unit as indicated, as well as the ability to cope with extraordinary medical crises.
- Also maintains oral and written communication with the FSMP, Regional Medical Officer (RMO), and others within the Department of State Office of Medical Services.
- May act as advisor to the Management Section, Front Office, and Facilities Manager on workplace and health and safety issues as well as on local public health issues.
- Assist with ordering medical supplies and creating HU SOPs.

E. Other Responsibilities:

- Provides occupationally related medical treatment and advice to LE Staff.
- Reviews and approves physical examinations given by private doctors for LES employees.
- Conducts hospital and home visits as needed.
- Receives emergency calls after HU working hours and on the weekends on a rotational basis. Assists patients in obtaining local medications.
- As required, accompanies patients to the final medical facility destination and provides detailed medical and clinical data to the receiving facility and medical team.